



MEMORANDUM
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IRCA
Agenda Item No. 4 (A)

TO: Honorable Chairperson Sally Heyman
and Members of the Intergovernmental,
Recreation and Cultural Affairs Committee

DATE: **September 14, 2005**

FROM: Kay M. Sullivan, Director
Clerk of the Board

SUBJECT: Approval of Commission
Committee Minutes

The following Clerk's Summary of Minutes are submitted for approval by the Intergovernmental,
Recreation and Cultural Affairs Committee:

- May 18, 2005
- June 01, 2005

KS:jt
Attachment



Stephen P. Clark
Government Center
111 N.W. 1st Street
Miami, FL 33128

CLERK'S SUMMARY OF

Meeting Minutes

Intergov., Recreation & Cultural Affairs Cmte.

Sally A. Heyman (4) Chair; Dennis C. Moss (9) Vice Chair; Commissioners Carlos A. Gimenez (7), Barbara J. Jordan (1), Natacha Seijas (13), and Javier D. Souto (10)

BUDGET WORKSHOP

Wednesday, May 18, 2005

2:30 PM

COMMISSION CHAMBERS

Members Present: Carlos A. Gimenez, Sally A. Heyman, Barbara J. Jordan, Natacha Seijas.

Members Absent: Dennis C. Moss, Sen. Javier D. Souto.

Members Late: None.

Members Excused: None.

1A INVOCATION

1B PLEDGE OF ALLEGIANCE

1C ROLL CALL

Report: *The following staff members were present:
Assistant County Manager Alex Munoz; Assistant
County Attorney Monica Maldonado; and Deputy
Clerk Jill Thornton.*

1D DEPARTMENT(S)

1D1

051456 Report**BUDGET WORKSHOP***Presented*

- 1) OFFICE OF INTERGOVERNMENTAL AFFAIRS
- 2) ART IN PUBLIC PLACES
- 3) DEPARTMENT OF CULTURAL AFFAIRS
- 4) HISTORICAL ASSOCIATION OF SOUTH FLORIDA HISTORICAL MUSEUM
- 5) LIBRARY
- 6) MIAMI ART MUSEUM
- 7) MUSEUM OF SCIENCE
- 8) OFFICE OF HISTORIC PRESERVATION
- 9) OFFICE OF SAFE NEIGHBORHOOD PARKS
- 10) PARK AND RECREATION
- 11) PERFORMING ARTS CENTER(MANAGEMENT OFFICE)
- 12) PERFORMING ARTS CENTER TRUST
- 13) VIZCAYA MUSEUM AND GARDENS

Report: *OFFICE OF INTERGOVERNMENTAL AFFAIRS*

Mr. Joe Rasko, Director, Office of Intergovernmental Affairs, presented an overview of the budget for Office of Intergovernmental Affairs (OIA).

Following the presentation by Mr. Rasko, Chairwoman Heyman stated she had several concerns with this budget regarding the OIA funding fly-ins and the need for the Municipal Liaison position within the OIA to be filled. She suggested that OIA partner with the Beacon Council and the Greater Miami Chamber of Commerce to host and fund the fly-ins. Commissioner Heyman stated she would advocate having a Miami-Dade County representative stationed in Washington, D.C.

Commissioner Seijas noted that when the Commission hosts a fly-in, it comes out of their budget and not the budget of the OIA.

Commissioner Gimenez spoke in support of a budget to host events and house a representative in Washington, D.C., but suggested exploring the possibility of purchasing housing in the D.C. area. He stated he wanted to see a Table of Organization on the department's structure, and a plan for managing the lobbyists.

Commissioner Jordan expressed concern about the way Miami-Dade County presented itself at

the Washington D.C. and Tallahassee sessions.

Commissioner Seijas expressed concern that some departments have their own lobbyists.

Chairwoman Heyman noted BCC Chairman Martinez could not be present today, but he had voiced strong feelings regarding the foregoing issues. She asked the County Manager to schedule, if possible, a workshop on 06/03/05 at 1:00 pm to continue the budget hearing of the Office of Intergovernmental Affairs and give public notice. She asked that OIA provide at that meeting, a tentative internal and external Organizational Plan and a unified lobbying effort.

ART IN PUBLIC PLACES

Mr. Ivan Rodriguez, Director, Art in Public Places, presented an overview of the budget for Art in Public Places.

Following the budget presentation by Mr. Rodriguez, Chairwoman Heyman questioned the costs associated with time delays of public art projects at the Airport.

Mr. Rodriguez explained that the allocation for public art remained the same as when the contract was awarded without additional funding for time delays, cost overruns or change orders. He noted when delays occurred; the Department would negotiate with the artist to reduce the costs.

In response to Chairwoman Heyman's question concerning rent, Mr. Rodriguez noted the Department of Art in Public Places rents space in the Stephen P. Clark Center.

Mr. Rodriguez, responding to concerns raised by Commissioner Jordan and Commissioner Gimenez, noted the \$1.5 million increase resulted from time delays and needed to be funded in order for the projects to be completed as planned. He noted at least six or seven art projects with timetables and budgets needed to be integrated with the construction of the building and coordinated with the contractors in order to be complete by the opening of the Airport facility. Mr. Rodriguez explained that additional costs associated with the delays of the projects resulted from additional storage, administrative costs and increase in material costs.

In response to a question by Commissioner Seijas whether Miami-Dade County had ever been reimbursed by Artist Frank Stella, Mr. Rodriguez explained that those funds were received and placed in a trust account to be used for general projects and were kept separate from the Aviation project funds.

Commissioner Seijas suggested the budget shortfall for Art in Public Places be funded by Miami International Airport since they contributed to the delays.

Commissioner Jordan noted many of the issues discussed today would be negotiated between the County Manager and the Departments during the budget process.

Acknowledging this was a work in progress, Commissioner Seijas suggested the budget not be printed until the Director of Art in Public Places met with the Aviation Department Director and discussed these issues. She also suggested a report of the issues discussed and the outcome be presented at the next committee meeting.

Commissioner Gimenez questioned whether the budgeted revenues of \$6.9 million to be received from the Aviation Department had been discussed with Aviation Department and was the amount negotiable.

Assistant County Manager Alex Munoz noted that only projects were negotiable. He further noted the revenues to be received by the Aviation Department were mandated by a formula established by ordinance and this amount had been identified in the Aviation Department's budget for capital projects.

Director Ivan Rodriguez advised that he would be meeting with Assistant Director of Aviation Department next week for further discussions.

DEPARTMENT OF CULTURAL AFFAIRS

Michael Spring, Director, Department of Cultural Affairs, presented a power point presentation on the Department of Cultural Affairs's budget. He noted the proposed \$2 million in enhancements would be funded by the General Fund and the tourist tax revenues dedicated to the Department of Cultural Affairs would be used to purchase an

E-Grant Program.

Chairman Heyman questioned the \$5 million budgeted for the Coconut Grove Play House.

Mr. Spring noted those funds were part of a \$210 million issuance from Convention Development Tax (CDT) revenues for capital projects, which was previously committed and approved by the BCC.

In response to Chairman Heyman's question regarding cultural projects proposed from the GOB bond issue, Mr. Spring said he would not request additional staff to do the work.

HISTORICAL ASSOCIATION OF SOUTH FLORIDA HISTORICAL MUSEUM

Mr. Robert McCammon, President/CEO, Historical Museum of Southern Florida, presented an overview of the budget for the Historical Museum of Southern Florida. He noted the department maintains a conservative, flat-line budget and was not requesting additional funds for operating expenses.

Mr. McCammon noted that sources of funds come from private fund raising efforts through donations, memberships and admissions and short falls are met through net transfer from an endowment that is approximately 2.4% per year

Chairwoman Heyman stated the budget for the Historical Museum was well maintained. She asked Mr. McCammon if the County could be of any assistance to him in pursuing revenues.

Mr. McCammon stated the Museum will leverage off the County when it is appropriate.

LIBRARY

Mr. Raymond Santiago, Director, Miami-Dade County Libraries, presented an overview of the budget for the Office of Miami-Dade Libraries. He noted the increase in total expenditures for FY2004-05 was attributed to an increase in staff for new facilities and an aggressive capital expansion plan to add new libraries. He also noted there were a number of proposals for enhancements and services.

In response to Chairman Heyman's question

regarding the proposed increase in positions, Mr. Santiago stated that with exception to the capital expansion, the number of full-time positions had not changed since 1990.

Chairwoman Heyman asked the County Manager to make exceptions to his (Hiring Freeze) memorandum to allow hiring for Miami-Dade County's libraries.

In response to a question by Commissioner Seijas, Mr. Santiago noted the projected date to begin ground breaking for the Little Havana Library was year 2007.

MIAMI ART MUSEUM

Mr. Jose Garcia, Deputy Director, Miami Art Museum, presented an overview of the budget for the Miami Art Museum (MAM). He noted the heart of the Museum's mission was diversity and education and MAM offered programs for various audiences such as: MAM Art Venture for students, MAM in the Neighborhood (a summer program), MAM "Second Saturdays are Free" Program, and MAM Art Caravan-art in the community.

Mr. Garcia noted MAM launched a Partners Program with a goal of 200 members (97 new members joined) and MAM continues the Jam at MAM with live exhibitions. Mr. Garcia stated he was committed to fulfilling promises made relative to the GOB program in next year's budget, noting funding for most of those projects would come from private funds (MAM leadership fund). He expressed the need to develop a functional building program, a business plan, a public information campaign and a capital campaign.

Chairwoman Heyman suggested that Mr. Garcia work closely with the Manager's Office and notify Committee members of any shortfalls.

In response to Commissioner Seijas question whether a time-line was set for receiving private funding, Mr. Garcia noted that in the coming year, a financial feasibility study would be conducted and a capital campaign plan would be developed to identify the funding sources. He noted the GOB program would fund at least \$100 million of the total \$175 million projected for projects and MAM was committed to raise \$75 million.

Commissioner Seijas encouraged Mr. Garcia to

*join with the Department of Cultural Affairs
Director, Michael Spring, to bring art projects to
District #13.*

MUSEUM OF SCIENCE

*Ms. Nancy McKee, Vice-President of Finance
Department, Miami Museum of Science, presented
an overview of the budget for the Miami Museum
of Science. She noted new planning costs were
reflected in the budget projections as a result of
the General Obligation Bond approved by the
voters, and that a substantial increase in general
operation expenditures resulted from a large
grant received from National Science Foundation
(NSF) for the Amazon Voyage Exhibit, which she
noted was scheduled to open in October 2005.
Ms. McKee noted the department had received
private funding (pledges and cash) in the amount
of \$13 million towards the new museum, and it
was anticipated that the budget would increase
over the next several years due to dramatic
increases in fundraising activity for the new
Museum. She also noted the major budget issue
was to repair and maintain the current museum
with an estimated cost of \$40,000 to repair the
Dome.*

*Concerning Chairwoman Heyman's question
whether the budget was adequate to maintain the
current museum, Assistant County Manager
Munoz noted funds were granted every year
towards capital improvements and maintenance of
the building, but it was not sufficient.*

*Chairwoman Heyman expressed concern that
integrity and safety of the building would be
compromised while it remained in operation.*

*Commissioner Seijas suggested that other funding
options be explored within this budget. She asked
Director McKee to provide a list of the capital
improvements needed for the museum and the
related costs.*

*Assistant County Manager Munoz advised that a
list of all requests for improvements to the
museum was available and he would provide it to
committee members.*

OFFICE OF HISTORIC PRESERVATION

*Mr. Ivan Rodriguez, Director, Office of Historic
Preservation, presented an overview of the budget*

for the Office of Historic Preservation. He noted a request for two additional positions was included in the proposed FY2005-06 budget and these two individuals would be responsible for carrying out the mandates of the Historic Preservation Ordinance, as amended.

Following further discussion, Chairwoman Heyman asked the County Manager to make exceptions to his (Hiring Freeze) memorandum and allow the Office of Historic Preservation to fill the positions as obligated in the amended Historic Preservation Ordinance and to ensure that the Board could meet the needs of the additional projects approved in the GOB program.

OFFICE OF SAFE NEIGHBORHOOD PARKS

Ms. Vernita Thomas, Director, Safe Neighborhood Parks, presented an overview of the budget for Safe Neighborhood Parks. She noted the increase in the proposed budget for FY2005-06 was due to a Deferred Retirement Options Plan (DROP) payout for a senior employee. She further noted a final bond sale was scheduled for May 25, 2005 with a three (3) to (5) year build-out after the bonds were sold, and emphasized the need for sufficient reserves to be available to cover administrative costs for the next five years.

Commissioner Seijas suggested that Safe Neighborhood Parks Department not hire any more employees who were about to enter the DROP. She asked staff to provide Committee members with a list of the proposed 16 projects for Safe Neighborhood Parks Department to be funded from the new bond sale. Chairwoman Heyman asked that this list be provided at the next Committee meeting.

PARK AND RECREATION

Ms. Vivian Donnell-Rodriguez, Director, Parks and Recreation, presented an overview of the budget for Department of Parks and Recreation. She noted the Department anticipated receiving approximately \$415 million from the GOB for capital projects over the next 15 years and that approximately \$5.5 million would be available in 2005. She further noted the department rented space in a building owned by the Department of Solid Waste Management for an annual cost of \$748,000.

Ms. Donnell-Rodriguez noted operational costs and other costs associated with the tremendous growth in the capital programs for new and expanded facilities were among the major budget issues that needed to be addressed.

In response to Commissioner Gimenez' question concerning the budget shortfall for FY2004-05, Ms. Donnell-Rodriguez noted the shortfall was due to costs of the Tennis Center project and some unrealized revenues.

Assistant County Manager Munoz noted the costs associated with the tennis center involved operating expenses and would be addressed in the Midyear amendment.

Commissioner Gimenez expressed concern with the midyear adjustment. He emphasized the need for realistic numbers to be reflected in departmental budgets upfront in order for directors to be held accountable for managing their budgets.

When questioned regarding the difference between approved full-time positions versus funded full-time positions, Assistant County Manager Munoz noted full funding existed for budgeted positions but not totally for approved positions and vacant positions were retained to avoid having to recreate them.

Commissioner Jordan pointed out that approved, unfunded positions were not eliminated from each department's table of organization because they give Department Directors the flexibility to prioritize and stay within the budget, and they are not included in the midyear budget amendment. She noted the budget process and the attrition rate were internal policies set by the Office of Strategic Business Management (OSBM) and suggested that they be reviewed and refined by the County Manager.

Department Directors should have the flexibility to prioritize departmental budgets, but only within the funded positions, Commissioner Gimenez contended. He emphasized the need for directors to be more disciplined in spending and suggested that midyear adjustments only be made under extraordinary circumstances.

Following comments by Ms. Vivian Donnell-

Rodriguez and Assistant County Attorney Alex Munoz regarding the County Manager's process and practice of holding department directors accountable for managing budgets, Chairwoman Heyman suggested the concerns of Commissioner Gimenez regarding the practice of factoring the attrition rate or unfunded positions into departmental budgets be addressed by the County Manager.

When questioned by Commissioner Gimenez regarding the reduction in work orders for routine maintenance, Ms. Donnell-Rodriguez responded by explaining that the Facility Maintenance Division was being reorganized to eliminate work orders for routine maintenance and employees would work from a pre-approved list to increase response time and reduced travel time.

Commissioner Gimenez suggested the Department explore the possibility of expanding existing marinas or adding new ones.

In response to Commissioner Seijas question concerning funds requested to conduct additional background checks on County employees, Ms. Donnell-Rodriguez noted there were additional costs to perform an additional level of investigation that was a result of a Human Relations memo requiring background checks of employees be expanded.

Commissioner Seijas asked that the County Manager provide a copy of the Human Relations memorandum or any information regarding the new policy requiring employee background checks.

Commissioner Seijas asked Ms. Donnell-Rodriguez to develop eligibility criteria as soon as possible to allow Community Based Organizations (CBOs) that have scholarship and sliding scale potential to provide children's programs in parks.

Chairwoman Heyman asked that this item be placed on the June 15, 2005 IRCAC agenda for discussion and appropriate action, along with the specifics on any contractual agreements between the County and CBOs, as well as those CBOs funded by the County, including the beneficiaries of the services, funding and any duplicity or voids in services should be made available for discussion at the June meeting.

Commissioner Jordan suggested any programs provided by CBOs should compliment community programming within parks, but noted she had a serious concern regarding the proposal to turn all after-school and summer programming in parks over to the CBOs. She noted she would like to review the criteria to ensure that the communities that needed to be served were served in totality.

Responding to Commissioner Jordan's question regarding the status of the \$1 million allocated by Commissioner Ferguson in last year's budget to replace major capital equipment within parks within District 1, Ms. Donnell Rodriguez noted all the equipment had been purchased and she would provide Commissioner Jordan with a status report as requested.

Chairwoman Heyman noted County staff had been incredibly remiss in pursuing revenues and in thinking outside the box in order to get the best for its bucks; such as priorities for expansion, repairing dock areas and expanding marina activity where incredible revenue generating opportunities existed that had not been explored by staff. Ensuring that employees were available in parks Mondays through Fridays to collect revenues and/or electronic parking machines that could be monitor periodically would also generate additional revenues, the Chairwoman maintained.

Ms. Donnell Rodriguez noted electronic parking machines were currently being used at the Black Point Marina and at Crandon Park, and plans were underway to install them in all parks.

Chairwoman Heyman suggested that information aimed at educating the public on parks and the Parks Foundation/Friends of Parks Program be made available on the County Web Site, in libraries and all other County facilities. She suggested efforts be made to recruit a volunteer coordinator and other workers through Court services; that the seniors program be expanded through the use of community colleges, local universities, and that public and privately owned facilities located within other cites and municipalities be identified, beginning with the new City of Miami Gardens; that a police substation or a satellite site be located in parks to enhance police visibility and security. Chairwoman Heyman asked the County Manager to arrange for representatives of the Parks Department and the Miami-Dade Police

Department, the General Services Administration (GSA), the Transit Agency and other County Departments to work together to establish a better working relationship and to reduce the amount of administrative and other charges imposed on the Parks Department for handling the money. Chairwoman Heyman also suggested staff explore policy changes to legislation applicable to parks' operation and revenues, such as the anti-banner code that excludes banners in parks and prevents the advertisement of special events.

Commissioner Seijas asked the County Manager to explore the possibility of extending senior programming to District 13 through the County Club of Miami (CCOM) facilities and suggested that the South golf course at the CCOM be converted into a passive park for children.

Chairwoman Heyman suggested efforts be made to use existing facilities and develop partnerships to facilitate senior programs. She also suggested Ms. Donnell-Rodriguez initiate efforts to develop a better working relationship with the Police Department.

PERFORMING ARTS CENTER (MANAGEMENT OFFICE)

Ms. Terea Hebert, Director, PAC Administration, presented an overview of the budget for the Performing Arts Center (Management Office). She noted the Office was beginning to ramp down with the completion of the PAC facility and the proposed decrease in the operating budget was 35% for FY2004-05 and 18% for FY2005-06. Ms. Hebert noted PAC was challenged with completing the construction projects by 2006 due to a shortage of qualified manpower.

PERFORMING ARTS CENTER TRUST

Mr. Michael Hardy, President and CEO, Performing Arts Center (PAC) Trust, presented an overview of the budget for the Performing Arts Center Trust. He noted the PAC Trust budget was on target, except for an unexpected deposit of \$80,000 required by FPL and that PAC Trust rented office space in a non-county building for \$306,000. The request for additional staff, he noted, was submitted in anticipation of the opening of the PAC. He further noted the Trust was actively pursuing sponsorships and capital gifts and had initiated a membership program to

market the PAC.

In response to Chairwoman Heyman's question whether the County had office space available to reduce the rent expense, Assistant County Manager Munoz noted the PAC Trust leased private property in order to have their office near the site.

Mr. Hardy concurred, noting space was not available in any County-owned building within proximity of the site and it might not be feasible to relocate the offices at this point because the new building would be opening soon.

Commissioner Seijas said she was unaware of the marketing program for acquiring memberships to market the PAC and expressed concern that individuals in her district might be unaware as well. She encouraged Mr. Hardy to distribute more information on the membership program to the Hialeah district.

Mr. Hardy responded by noting that said brochures on the membership program would be delivered to each Commissioner for distribution within their district. Responding to questions from Commissioners Gimenez and Seijas, Mr. Hardy noted the PAC Foundation had committed to \$5 million towards pre-opening operating expenses and the Foundation was requesting that the County provide \$5.344 million to subsidize the budget in FY2005-06 for pre-opening expenses.

Mr. Michael Dudley, Contracts Officer, Office of Strategic Business Management, noted staff had been working with the PAC Trust to identify a funding source to cover the \$5.3 million, and the Convention Development Tourist Tax (CDT) was a potential source. Responding to the questions raised by Commissioner Gimenez, Mr. Hardy noted staff anticipated outsourcing engineering, custodial and security services which he noted would increase operating costs, but would reduce the number of salaried positions by 30. He discussed the impact of providing security services in-house versus outsourcing and noted the County's contribution should gradually decrease as operating revenues increased through fundraising and ticket sales in the opening year.

Chairman Heyman encouraged Mr. Hardy to cease the opportunities to expand the outreach and to build partnerships for fundraising.

VIZCAYA MUSEUM AND GARDENS

Mr. Joel Hoffman, Director, Vizcaya Museum and Gardens, presented a power point presentation of the budget for Vizcaya Museum and Gardens. He noted that Vizcaya had not received any operational funding for several years and needed to be more accessible as an educational source. He also noted public funds were critical in the efforts to raise private support.

Mr. Hoffman noted Vizcaya's budget priorities were to protect the integrity and care of its collections and facility. He also noted a miscalculation regarding liquid assets that resulted in a deficit when figures were recalculated and noted a proposed increase in staff to include a Horticulturist, a construction planner, additional curators, security officers and additional art and archive handlers.

In response to Commissioner Gimenez question regarding this year's deficit, Assistant County Manager Munoz noted the County Manager's Office was considering the use of Conventional Development Tax (CDT) Funds to address these issues.

Commissioner Gimenez stated he would support infusion of some cash to bring the facility up to par, noting Vizcaya was a treasured regional facility that should have been operated and managed like other cultural facilities in Miami-Dade County. He noted he supported awarding more than the \$850,000 from the General Fund to protect Vizcaya.

Commissioner Jordan expressed concern that Vizcaya did not have a horticulturist on staff, noting this should have been a priority.

Chairwoman Heyman suggested that some policies set by Vizcaya's Board of Trustees needed to be better aligned with the County's if the County was to fund Vizcaya.

Commissioner Seijas suggested Vizcaya be treated the same as the Deering Estate.

Mr. Hoffman addressed concerns raised by Commissioner Seijas regarding robberies in the parking lot at Vizcaya. Following Mr. Hoffman's comments, Chairwoman Heyman asked that this

issue be addressed by the Public Safety Department, and that the County Manager follow up by conducting a CEPTID assessment to determine whether security at the Vizcaya and Museum of Science was adequate and whether the County could be liable for poor lighting, and other hazardous conditions on the grounds of Vizcaya.

1E REPORTS

1E1

051455 Report County Manager
IN-KIND SERVICES REPORT

Presented

Report: Chairwoman Heyman requested that Director Vivian Donnell-Rodriguez, Parks and Recreation, provide a further breakdown on annual community events that have a regional or countywide impact and that are supported by the countywide portion of the In-Kind services. She also requested that Ms. Donnell-Rodriguez identify parks that could waive entry fees for these events and identify events that could be added or deleted from the list and added as a budget item, rather than an in-kind request. She also requested that this information be extended to all departments whose budgets would be affected.

Discussion ensued between Committee members and Director Donnell-Rodriguez regarding the revenue shortfalls and related expenses for Key Biscayne Tennis Tournaments.

Chairwoman Heyman asked the County Manager to explore the possibility of using Convention Development Tax (CDT) Funds to cover the additional costs of the Key Biscayne tennis tournaments, and to submit a follow up report at the June 2005 IRCAC meeting.

Chairwoman Heyman asked Director Donnell-Rodriguez to provide this committee with detailed information regarding annual community events hosted by the Department of Parks and Recreation that required support from other County Departments.

Commissioner Jordan requested that the County Manager add the Arabian Knights Festival to the list of community events that have a regional impact, if appropriate.

2 ADJOURNMENT

Report: *There being no further business to come before the Board, the budget workshop was adjourned at 6:39 P.M.*



Stephen P. Clark
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111 N.W. 1st Street
Miami, FL 33128

CLERK'S SUMMARY OF Meeting Minutes

Intergov., Recreation & Cultural Affairs Cmte.

Sally A. Heyman (4) Chair; Dennis C. Moss (9) Vice Chair; Commissioners Carlos A. Gimenez (7), Barbara J. Jordan (1), Natacha Seijas (13), and Javier D. Souto (10)

BUDGET WORKSHOP

Wednesday, June 1, 2005

1:00 PM

COMMISSION CHAMBERS

Members Present: Carlos A. Gimenez, Sally A. Heyman, Dennis C. Moss, Natacha Seijas.

Members Absent: Barbara J. Jordan, Sen. Javier D. Souto.

Members Late: None.

Members Excused: None.

1A INVOCATION

1B PLEDGE OF ALLEGIANCE

1C ROLL CALL

Report: *The following staff members were present:
Assistant County Manager Susanne Torriente;
Assistant County Attorney Monica Maldonado;
and Deputy Clerk Jill Thornton.*

2 DEPARTMENT

2A

051612 Special Presentation

OFFICE OF INTERGOVERNMENTAL AFFAIRS POWER
POINT PRESENTATION AND DISCUSSION BY
DIRECTOR, JOE I. RASCO

Presented

Report: *Mr. Joe Rasco, Director, Office of Intergovernmental Affairs (OIA), presented a power point presentation of the Proposed Organization and Work Plan for FY2005-06, noting staff was submitting an organizational plan that better aligned the functions of OIA with Miami-Dade County's mission statement and Strategic Business Plan, and had created a mission statement for OIA with goals and functions as set forth in the ordinance establishing the OIA. He noted OIA was proposing a workflow for setting Federal and State Legislative priorities by working with respective Commission Committees; a graphic timelines for the workflow; a staffing plan to strengthen relationships between legislation staffs at all governmental levels and to establish an interface between County departments.*

Mr. Rasco noted the Office was proposing recommendations to manage consulting contracts more effectively, to improve the flow of information among all stakeholders, County departments and the BCC, and was proposing to increase staff by two positions: a Legislative Coordinator (County Departmental Interface), and a Research Analyst. He further noted they were proposing enhancement to the Municipal Liaison position to make it a local government liaison and expand its duties to deal not only with municipalities but with all local governmental entities.

Chairwoman Heyman noted that Assistant County Attorney Jess McCarty had worked through the County Attorney's Office to help facilitate and coordinate legislation on behalf of all of Miami-Dade County.

Mr. Rasco explained that the proposed Work plan highlighted aspects of each job position that was currently under the OIA. He noted these positions needed to be codified through the Employee Relations Department in order to remain as standing positions within the OIA.

In response to Commissioner Moss questions

regarding the two Federal Affairs Coordinator positions, Mr. Rasco noted the proposal was to fill an existing vacancy for Federal Affairs Coordinator who would be stationed in Washington D.C.; and to fill an existing vacancy for the position of State Affairs Coordinator to provide adequate coverage year round at the committee levels and at the urban caucuses affiliated to National Association of Counties (NACo).

In response to Commissioner Moss' question whether both individuals employed as State Coordinator would be stationed in Tallahassee year round, Mr. Rasco explained the initial proposal was to station both individuals (State Coordinators) in Tallahassee during the Legislative Session and determine whether they should remain in Tallahassee year round later.

At the request of Commissioner Moss, Mr. Rasco clarified the Legislative Coordinator position, noting that Assistant County Manager Jess McCarty filled this function at the state level, but the proposal was to create another position to perform this work at the local level.

Commissioner Moss expressed concern regarding the lack of efforts by the Budget Office-Grants Coordination Department to nurture relationships at the state and federal level to better access grants.

Following further discussion, Chairwoman Heyman recognized Ms. Shira Kastan, Office of the Chair, who read into the record a memorandum from the Board of County Commissioners' (BCCs) Chairman Joe Martinez urging Committee members to review the work plan and forward a final draft to the full BCC for approval expeditiously.

Chairwoman Heyman asked that the Office of Intergovernmental Affairs' organizational plan be forwarded for consideration by the County Commission on June 21, 2005, without further Committee review.

When questioned by Commissioner Gimenez which departments had separate lobbying teams, Mr. Rasco noted the Seaport, the Aviation Department, the Department of Resources Management (DERM), the Public Works, and the Department of Water and Sewer had lobbyist

responsible for lobbying intergovernmental affairs issues, but those individuals did not lobby directly in Washington or Tallahassee.

Assistant County Manager Suzanne Torriente noted these individuals attended legislative sessions but their travel arrangements were coordinated by the County Managers Office.

Following Ms. Rasco's comments, Commissioner Gimenez suggested a formal process be established to coordinate efforts to lobby the Legislature on regional issues jointly sponsored by Miami-Dade and neighboring counties.

Chairwoman Heyman suggested that based on today's (6/1) discussion, an operating budget be approved for the OIA and forwarded for consideration at the June 2005 IRCAC meeting. She also suggested that Commissioner Gimenez' proposal to coordinate regional lobbying efforts be discussed at that meeting.

Chairwoman Heyman noted Jess McCarty had done an excellent job lobbying on behalf of all of Dade County through the County Attorney's Office. She asked the County Manager to determine whether Mr. McCarty could be deployed to the Office of Intergovernmental but remain in the County Attorney's Office.

Commissioner Seijas noted the individual hired as the Local Governmental Liaison should have considerable knowledge and expertise in governmental policy and the ability to interact with the commissioners and legislatures.

Chairwoman Heyman noted she supported the proposal to house a Federal Affairs Coordinator in Washington because it would be cost effective and beneficial.

Commissioner Moss questioned whether one individual housed in Washington would be sufficient staff or whether an official office would be established to house the Federal Affairs Coordinator and other staff.

Mr. Rasco explained that the initial proposal was to assign one individual in Washington to attend hearings and observe the process on behalf of Miami-Dade-County on a trial basis before establishing an official office there.

Commissioner Moss suggested that the Local Governmental Coordinator work closely with the Dade County School Board to advocate issues involving schools.

Following further discussion, Mr. Rasco explained the role and criteria for the Legislative Coordinator position, as requested by Commissioner Seijas.

Commissioner Seijas expressed concern that the functions of the Local Governmental Coordinator (LGC) and lobbyists in Washington would be duplicitous. She noted the Coordinator should be responsible for coordinating the process and following through on lobbyists' contracts, which could be accomplished through communications technology without housing that individual in Washington.

Commissioner Gimenez stated he somewhat supported the proposal to house a Local Governmental Coordinator in Washington, but stated this position needed to be structured to provide greater accountability.

Commissioner Moss spoke in support of the proposal. He noted it was his recommendation that a small office be secured in Washington to house the LGC and clerical support staff, rather than working out of an apartment or other lobbyists' offices, as previously suggested by Mr. Rasco.

Chairperson Heyman noted the issue was not office space, but that the South Florida delegation recommended that individual(s) be housed in Washington to observe and coordinate activities on behalf of Miami-Dade County.

Commissioner Seijas noted she concurred with Commissioner Moss that office space should be secure to house a small staff. She suggested a cost analysis be conducted to determine the costs involved.

Chairwoman Heyman suggested the proposed Research Analyst position be reclassified to an Office Assistant to be house in Washington, D.C. She asked Director Rasco to change the deadline date for hiring employees in order to expedite the proposed work plan and forward it to the full BCC Meeting by June 21.

Commissioner Moss emphasized the need for the OIA to be more effective in nurturing relationships in order to secure available resources for Social Services, Health Care and Elderly Services.

Following further comments by Mr. Rasco and Commissioner Seijas, Chairwoman Heyman asked Mr. Rasco to review the drafted work plan closely for recommended changes. She asked the County Manager to determine whether Jess McCarthy could remain employed by the County Attorney's Office, but be deployed to the OIA; that a tentative budget be developed for the OIA and placed on the June 15, 2005 IRCAC agenda, and that the grants representatives from the Office of Business and Strategic Management be available at this meeting to discuss in-house expansion.

Commissioner Seijas suggested Miami-Dade County Schools grant program be reviewed by staff.

When questioned by Commissioner Gimenez regarding the number of salaried positions in the grants office, Assistant County Manager Torriente noted the unit was comprised of five (5) salaried positions; however, various departments used grant writers in conjunction with this office. She said she would ask Mr. Dan Wall to prepare a response for the June 15th IRCAC meeting.

Commissioner Gimenez asked that a list be provided of all individuals involved in grant writing county-wide by department.

Chairwoman Heyman asked that those individuals identified by departments be present at the June 15 Committee meeting. She also asked Director Rasco to take into consideration this year's budget and the outcome of the legislative session when making revisions to the proposed timeline, and that a more realistic draft of the timeline be prepared.

Commissioner Moss asked that justification be provided regarding Director Rasco's recommendations concerning the lobbyists' contracts.

Chairwoman Heyman asked that Director Rasco provide on June 15, a list identifying all departments who have in-house staff working as lobbyists for Miami-Dade County or who have contracted lobbyists.

Commissioner Gimenez asked that Director Rasco provide information on Dade County School Board and Miami-Dade Community College's grant writing organizational structure and processes.

Commissioner Moss suggested staff look at grant activity in other major communities that have excelled at obtaining grants.

In response to Commissioner Moss comments, Chairwoman Heyman noted the Secretary of State kept a record of grant recipients and the applicants.

3 ADJOURNMENT

Report: *There being no further business to come before the Board, the budget workshop was adjourned at 2:55 P.M.*